



At Eden Village Preparatory School, we provide a quality and affordable mainstream education to children from Grades 1-7. Limited to two classes per grade, with between 18 and 20 pupils per class, Eden Village Prep provides a highly personalised teaching experience for pupils to thrive in the opportunities created by a smaller class environment. With our smaller class sizes, and a focus on differentiated teaching techniques and learning styles, we encourage pupils to develop learner agency - ownership and control of their learning - thus challenging each child to reach their full potential.

## Teacher Intern

### About the role

An ideal opportunity for a student who is studying towards a teaching degree via correspondence, to work full time and learn while completing their studies.

### Duties and Responsibilities

- We are looking for a friendly, approachable individual with a passion for teaching and excellent communication skills.
- Preference will be given to a student who has already completed their second year of study towards a Foundation or Intermediate Phase teaching qualification through an accredited tertiary institution.
- The Intern will be allocated various responsibilities during the day which will include relief teaching, facilitation, invigilation, attending meetings and workshops, break and administrative duties.
- The Intern will also be involved in all aspects of school life including our sporting and cultural extra-mural programmes, and professional development.
- The role will extend to aftercare, where the intern will assist and gain valuable experience whilst assisting children with assignments and homework, such as reading, writing, and mathematics, whilst encouraging reading and other activities that balance a busy academic day at school.
- The Intern will be mentored and expected to prepare learning materials and equipment, such as books, arts and crafts, stationery, and other supplies as needed.
- Ability to work with children and remain friendly, calm, and patient at all times.
- Excellent communication and interpersonal skills
- Strong organizational skills and ability to maintain a tidy and neat classroom.
- Competency using MS Office: Outlook, Excel and Word.
- A team approach that contributes towards an open, sharing, constructive and positive school culture.
- A sense of ownership and a go-getter attitude, that contributes healthily to the effective operation of the school.

### Submission Requirements

- A short letter of introduction.
- A certified copy of your ID.
- Certified copies of matric certificate.

- *Certified copy of registration at a Higher Education Institution for a Teaching Degree.*
- *Certified copy of transcripts for years of study completed.*
- *At least two contactable referees.*
- *If you have not heard from us by 09 February 2024, please consider your application unsuccessful.*

**Interview Process**

- *Only shortlisted candidates will be contacted and interviewed.*
- *All applications will be treated in strict confidence.*
- *The school reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview.*
- *Eden Village Preparatory School is located at Eden Village in Foxhill, Salt Rock, KZN.*

**Experience:**

- *Teaching Experience: 0-years*
- *Ability to relocate to Ballito, KZN*

**Qualifications:**

- *Completed 2-years of study towards a degree in education - Essential*

**License/Certification:**

- *Valid police clearance*
- *Drivers Licence*

**Start Date**

- *01 March 2024*

Please send your CV and supporting documents to: [info@evps.co.za](mailto:info@evps.co.za)

**Closing Date: 29 January 2023**